



LOS ANGELES COUNTY INFORMATION SYSTEMS COMMISSION

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Members

Raoul J. Freeman,
Ph.D. *Chair*

T. Austin Bordeaux
William Chen
Ying Tung Chen
Jonathan S. Fuhrman
Marilyn G. Katherman
Tom Ross
Alfred S. Samulon
Arnold Steinberg

MINUTES OF REGULAR MEETING of March 3, 2008

Room 372, Kenneth Hahn Hall of Administration

Members Present

Dr. Raoul Freeman, Chair
T. Austin Bordeaux
Alfred Samulon
Jonathan Fuhrman
William Chen

Members Not Present

Ying Tung Chen
Marilyn Katherman
Arnold Steinberg
Tom Ross

Others Present

Robert Davis, Department of the Auditor-Controller
Wendy Watanabe, Department of the Auditor-Controller
Richard Sanchez, Internal Services Department
Gregory Melendez, Department of Chief Information Office
Gene Franklin Sr., Department of Chief Information Office
Mike Sylvester, Department of Public Social Services
Kimberly Katsuyama, EDS (Electronic Data Systems)

Staff

George Britton, Commission Services Staff

CALL TO ORDER

Chairman Freeman called the meeting to order at 3:30 p.m.

APPROVAL OF MINUTES FROM NOVEMBER 5, 2007 AND JANUARY 9, 2008

On motion of Commissioner Bordeaux and seconded by Commissioner Chen, and unanimously carried, the minutes of November 5, 2007 and January 9, 2008 were approved with no changes.

CHAIRMAN'S REPORT

Chairman Freeman reminded the Commissioners to attend the Sexual Harassment & Cultural Diversity Training, mandated by the Board of Supervisors.

UPDATE ON ECAPS

Mr. Robert Davis, Department of the Auditor-Controller, reported the Phases of eCAPS operation are as follows:

Phase I:

The contract for Phase I was originally released in 2004, and went live July 2005 with modules set up for the following:

- General Ledger
- Accounts Payable and Receivable
- Cost Accounting

This is the third successful fiscal year with the books closing twice. Unfortunately, nothing has been archived. Each year 50-60 million transactions are processed; however, the files have not been archived for the last three (3) years and are creating large tables stored in production and backed-up regularly.

The vendor master file holds 165,000 vendors on file. The "1099 Process" has been running successfully and on time. In September 2009, a major upgrade will be done to the system.

Phase II:

Phase II Procurement will be implemented in two parts, the first part of Phase II Procurement was rolled out in July 2007-2008, and the second part will be released in July 2008-2009.

A new "Time Collection System" was first piloted with the Department of Health Services and is being implemented Countywide. The capital asset module was implemented in December 2006, and all County capital assets will be able to be filed in one single application. As of July 1, 2007, County Departments have been submitting procurement requests to the Internal Services Department (ISD) for purchases through eCAPS. All levels of solicitation and master agreements were converted to the new system on July 1, 2007 for ISD, and will be expanded to all County departments during the next few years.

An inventory system is scheduled to be launched by the Department of Public Works (DPW), and is currently piloted by the Department of Children and Family Services (DCFS) for storeroom supply orders. After the system is launched, other Departments will be added to this project.

Phase III:

The “Time Collection System” is already in progress with over 3,400 employees on the new County timekeeping application, such as DCFS, Shared Services Departments, and the Office of the Board of Supervisors. It is targeted for completion in the 4th quarter of 2011. The benefit of an electronic “Time Card Collection System” is the incremental division of bi-weekly checks.

A new “Grants Management Module” has been developed; it will track and manage “Grant Opportunities” and is scheduled for implementation, August 2008, beginning with DPW.

The “eHR Version 3.8” consists of 122 software modifications that have been broken down into 5 iterations of software drops. It’s in the design phase and is scheduled to be released by November, 2008. The target date for CWPAY is January 1, 2010. The target date for CWTAPPS is January 1, 2012.

QUALITIES AND VISION FOR THE NEW CIO AND CISO

Commissioner Samulon distributed the “Proposed Role of the CIO of L.A. County”, to the Commission, a list of functions for the Chief Information Officer (CIO) to address to better serve the County.

Chairman Freeman stated that with regards to the issue of enforcement, it may be necessary to further mandate the authority of the new CIO. He distributed copies of the Ordinance of the Office of the Chief Information Officer to the Commission. Dr. Freeman compared the Ordinance to the “Proposed Role of the CIO of L.A. County” handout which addresses the question of whether the old standards should remain in the Ordinance or be revised.

After discussion regarding the CIO’s role, the following questions were raised:

- Should IT stay within ISD?
- Should the CIO be involved with IT line operations?
- Would it be desirable that the CIO has the authority to provide Performance Appraisals on Departmental CIO’s?

Commissioner Bordeaux distributed a handout regarding the responsibilities and challenges faced by the CIO. He cited certain passages from the job description of the CIO from Phoenix, Arizona.

The CISO discussion was deferred to the next meeting.

INVESTMENT FUNDING FOR IT PROJECTS

Chair Freeman proposed the concept of an e-government "Investment Bank" for the County, to sponsor potential e-government projects that would generate cost savings and/or bring in new revenue. The Investment Bank would be entirely funded by a set-aside of County funds. The sponsored projects would, over time, pay for themselves, and the Chair saw this as a lucrative investment for the County. Such projects would create an ongoing "cashable" revenue stream (e.g., cost savings from positions). A portion of the revenue from a project could be allocated to the Department that initiated it, and the remainder would be returned to the Investment Bank. Given a sufficient number of IT projects, the Investment Bank could become self-supporting and use its' resources to sponsor future e-government projects.

MATTERS NOT ON THE POSTED AGENDA (TO BE BRIEFLY DISCUSSED AND PLACED ON A FUTURE AGENDA)

Commissioner Fuhrman requested the Acting Registrar-Recorder appear at the next meeting to address problems voters experienced with online absentee ballots during the last election.

Commissioner Samulon asked if the Commissioners may meet as a sub-committee in between Commission meetings without violating Brown Act rules.

PUBLIC COMMENT / ANNOUNCEMENTS

There were none.

ADJOURNMENT

There being no further business, with a motion made by Commissioner Fuhrman and seconded by Commissioner Chen, the meeting was adjourned at 5:15 p.m.